



DEPARTMENT OF THE NAVY

NAVY RECRUITING DISTRICT OHIO
P.O. BOX 3990
COLUMBUS, OHIO 43218-3990

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1 5 OCT 2014

NAVCRUITDIST OHIO NOTICE 5050

From: Commanding Officer, Navy Recruiting District Ohio

Subj: NAVY RECRUITING DISTRICT (NRD) OHIO OFFICER RECRUITING
QUARTERLY TRAINING

Encl: (1) Schedule of Events
(2) DTS Cheat Sheet for Authorization
(3) DTS Cheat Sheet for Voucher

1. Purpose. To publish the schedule of events and travel procedures for the 27-28 October 2014 Officer Recruiting Training.

2. Action. The October 2014 Officer Recruiting Quarterly Training schedule is provided in enclosure (1). Travel authorizations shall be submitted into DTS no later than 4 working days prior to training per enclosure (2). Travel vouchers shall be submitted by 1 November 2014 per enclosure (3).

3. Changes. Changes to enclosure (1) will be announced via phone and email.

4. Location. Navy Operational Support Center at Rickenbacker Reserve Base., 7221 Second St., Columbus, Ohio 43217.

5. Uniform. See Plan of the Week.


ERIC A. SHAFFER

Distribution:

Electronic only, via

<http://www.cnrc.navy.mil/Ohio/Latest-Info.htm>

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SCHEDULE OF EVENTS**Monday, 27 October 2014**

<u>TIME</u>	<u>EVENT</u>
1100-1130	CO/XO/CR Remarks
1130-1200	Review the SOE (AOPS)
1200-1230	Leads Department Training (Leads DH)
1230-1330	R-Tools/ APPLOG (NCC Sabal)
1330-1430	OPR (NC1 Budd/ NC1 Smrdel)
1430-1530	Strength and Weakness Training (NCC Mullens)

Tuesday, 28 October 2014

<u>TIME</u>	<u>EVENT</u>
0900-1000	Market Identification (LT Hagness)
1000-1100	Prospecting/ Blueprinting (NC1 Brock/ HM1 Newson)
1100-1400	NRC Program Managers (Pending Confirmation)
1100-1400	Local Program Manager Time - Prospecting Plans to be developed and finalized.
TBD	Emergent Requirements (AOPS)

Enclosure (1)

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<p style="text-align: center;">ALL HANDS TRAINING CONF DTS TRAVEL AUTHORIZATION CHEAT SHEET</p>

1. LOGIN at www.defensetravel.osd.mil
2. Official Travel
3. Authorizations/Orders
4. Create a new authorization/order
5. Leaving from: Click on either **Residence or Duty Station** and it will populate
6. in the block for you
7. Departing on: **enter beginning date of travel**
8. Trip type: **AA/Routine**
9. Trip purpose: **Training Attendance or whichever applies to your travel**
10. Trip Description: **Enter trip description**
11. Mode of Travel: **OTHER** Time: **0600AM**
12. To find the Trip location **click on the top blue Location box, type in the location for your TDY and click on Search location. Select/Close**
13. Arriving on: **enter beginning date of travel**
14. Departing on: **enter ending date of travel**
15. If you require rental car and/or lodging, please check this box
16. Check **NO** for the box 'Will you be traveling to any other location
17. The authorization will then Refresh and then want to know where you will be Returning to: Click on either **Residence or Duty Station** and it will populate in the block for you
18. Trip duration: **MULTI-DAY**
19. Click on **Other** and then on **6:00PM**
20. If you are attending a conference, write the conference name, if not **check the box Not Applicable**
21. Click on **Save and Proceed**
NOTE: All members of NRD Ohio are required to have a GOVTCC so if you do not have one contact Supply to get one on order. Usage of the GOVTCC is require IAW COMNAVCRUITCOM INST 4400.1D unless you meet the requirements for exemption.
******IF YOU ARE GOING TDY TO A MILITARY BASE, IT IS MANDATORY TO UTILIZE GOVT BERTHING, IF NO GOVT BERTHING IS AVAILABLE, YOU WILL BE ISSUED A (CNA- Certificate of Non-availability) and then you may utilize commercial lodging******
22. At the Trip Summary screen, hit **Save and Continue**
23. Top of Screen **Select Accounting**
24. Accounting Label: **15 OTH OFF**

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25. **Select Continue**

At the Preview Trip page, enter in the **Comments to the Approving Official**

GOVT VEHICLE DIRECTED/GOVT MESS AND QUARTERS NOT AVAILABLE/CMR DIRECTED MEMBER WILL CONFIRM OWN LODGING NTE LOCAL AREA PER DIEM

ATM WITHDRAWAL AUTHORIZED IF ON TRAVEL FOR FIVE DAYS OR MORE LIMITED TO ONE TRANSACTION PER WEEK AND NOT TO EXCEED TOTAL PER DIEM ENTITLEMENT FOR TRIP.

Secure Video Teleconference (SVTC) or other web-Based communication, are not sufficiently able to accomplish travel objectives.

26. At the bottom and click on **Save and Proceed**
27. Proceed to the following Page: **Pre-Audit Select Continue**
28. Pre-Audit screen click on **Save and Proceed to Digital Signature**
29. Digital Signature Page: click on **Submit this Document as Signed**
30. Routing List: The routing list that you are assigned to will automatically populate
31. Submit Document as '**Signed**', click on **Submit Completed Document**
32. The screen will then refresh back to a listing of your existing authorizations.
33. Make sure under 'My signed documents' that the trip you just entered says '**Signed**' and not 'Created under Document Status.

***** ATM WITHDRAWALS ARE
AUTHORIZED AND LIMITED TO ONE ATM
WITHDRAWAL PER WEEK AND NOT TO
EXCEED TOTAL PER DIEM ENTITLEMENT
FOR TRAVEL*****

DTS - TRAVEL VOUCHER CHEAT SHEET

(Dates used on this cheat sheet are for example only)

Please use your actual travel dates

1. LOGIN at www.defensetravel.osd.mil
2. At the "Welcome" screen, go to **Official Travel**
3. **Vouchers**
4. **Create a voucher from an authorization**
5. You will see the Trip Overview screen
6. Review this screen for the correct dates/location and if everything is good, click on the **Expenses** Tab. (If you need to adjust the dates, click on Itinerary and edit your trip dates)
7. This will automatically bring you to the **Non-mileage expenses** screen
8. Click on the **drop down** under Expense # 1 and click on **Hotel Room Tax** and enter the amount of tax, if any
9. Click on **Save Expenses** at the bottom
10. Click on **Substantiating Records**
11. If able to scan documents into .pdf form, scan all documents into a single file and save it to your computer. If not, skip this step and go to step 13.
12. Under the **Expenses** tab, click on **Substantiating Records**, then **Browse** to the scanned file on your computer, and click **Upload**. Proceed to step 16.
13. Under the **Expenses** tab, click on **Substantiating Records**, and then click on **Print Fax Cover Sheet** or scan/upload your receipt.
14. With the fax cover sheet on top of all receipts, worksheet, and any memos required, fax the entire package to the **888** number listed on the fax cover sheet.
15. Click on **Review/Sign** in the top right corner.
16. From here, click on **Review/Sign** and then click on **Digital Signature** and submit the document as **Signed**. In order to submit – click on **Submit Completed Document**
17. **Save and Continue**
18. On your "**My Signed Documents**" page it should show the document status as **Signed**. If it does not, go back to the **Digital Signature** page and hit the **Submit Completed Document**" button, again. If you have done this right, it will bring you back to the "My signed documents" page and show that the document is actually signed and not created.